

SOA Executive Committee
Minutes of the Meeting

- I. **date:** 11 January 2017
- II. **location:** SHAPE PAO, Conference Room
- III. **duration:** 1500 – 1645 hrs
- IV. **attendance list:**

SOA-Function	Name	token		status ¹
Chairman	Joseph T. Guastella	JG	MG, DCOS OPI	
Co-Chairman & NMR Liaison	Richard Laurent	RL	BG (ret.)	
Secretary	Claus Richter	CR	LTC	
US Chapter Liaison	John Haas	JH	COL (ret.)	
Treasurer	Véronique Leroy	VL	NATO Civilian (ret.)	
Assistant Treasurer	Jean Vanderwal	JV	NATO Civilian (ret.)	
Data Base Manager	Jean-Marie Boulet	JB	Cdt (ret.)	
Assistant Data Base Manager	Jack Smits	JS	NATO Civilian (ret.)	
Web Manager	Jürgen Walter	JW	NATO Civilian (ret.)	
Project Manager “Scholarship”	Benoît Davin	BD	COL (ret.)	
Project Manager “Special Events”	Raymond Healy	RH	COL (ret.)	
SHAPE PAO Liaison Officer (SPLO)	Krzysztof Plazuk	KP	LTC	

V. **agenda items:**

#	Action Item <i>status from the previous and latest meeting</i>	Action by ²	status
1	Meeting Agenda for 11 Jan 2017	1. RL/JH 2. all	approved
2	Lessons identified/learned from SOA Symposium - feedback requested by 08 NOV 2016 to include activities for SOA Symposium 2017 - give balanced feedback to “L’Ecole Hôtelière Provinciale de Saint-Ghislain”	1. RL 2. all 2. JW	completed completed
3	Preparations for SOA Symposium 2017 - reservation of Hotel - prearrangements for key-elements of the programme	1. RL 2. all	ongoing ongoing

¹ green: present; red: absent

²1. Executive Committee Member(s) in lead; 2. supporting Executive Committee Member(s)

4	<p>SOA-Events 2017</p> <ul style="list-style-type: none"> - Happy Hour with New Year's Reception (11 JAN 2017) - Candlemas, Pancakes (02 FEB 2017) - Florida Fun Weekend (10-12 MAR 2017) - 57th Symposium (05 - 07 OCT 2017) - Visit of the "Louvignies Castle" (tbd) - 50th Anniversary of SHAPE in Casteau (tbd) - Briefing "F-35 Programme", tbd - Lecture (tbd) - Visit of the cheese factory "Le Bailly" at Soignies (tbd) - Visit to "Waterloo-Battlefield" (tbd) <p>Members will be informed about the details of the events in due time</p>	<p>1. RL 2. RL</p> <p>2. JH 2. US-Chap. 2. RL/all 2. tbd 2. tbd 2. JH 2. JV 2. tbd</p> <p>2. tbd</p>	<p>ongoing</p> <p>ongoing ongoing ongoing ongoing ongoing ongoing</p> <p>ongoing ongoing</p>
5	<p>SOA Scholarship</p> <ul style="list-style-type: none"> - current system showing its limits - suggestion to balance candidates / money - involve SHAPE International School in finding appropriate candidates from the 3 SHAPE International High Schools (USA, BEL, DEU) - final decision taken by SOA ExCom - at least 2 scholarships per year should be granted (1 following current procedure, 1 selected from SIS) - intensify efforts to raise money on the occasion of SOA sponsored events - financial support from the SOA general fund to supplement SOA scholarship fund (min 2/y) - asking members for endorsement of proposed changes to the scholarship programme via email 	<p>1. BD</p> <p>2. BD 2. all</p> <p>2. all 2. all 2. BD/VL/JV</p> <p>2. all</p> <p>2. VL</p> <p>2. RL/JB/JS</p>	<p>approved</p> <p>approved approved approved</p> <p>approved</p> <p>approved</p> <p>ongoing</p>
6	<p>Requesting SHAPE ID for entitled SOA Members</p> <ul style="list-style-type: none"> - purpose: "simplification" of process with POC at BSG - future passes will be valid a number of years - SPLO will work on an information to be sent to members for the application of a SHAPE ID in the future 	<p>1. JV 2. KP</p> <p>2. KP 2. KP</p>	<p>ongoing</p> <p>completed</p> <p>completed</p>
7	<p>SOA-Present for out-going Honorary President</p> <ul style="list-style-type: none"> - approved, acknowledging General Breedlove's particular support as SACEUR for the association 	<p>1. JH 2. all</p>	<p>ongoing</p>
8	<p>SOA's privileges as a Group II Activity</p> <ul style="list-style-type: none"> - re-apply for Group II Activity status - required amendments to the SOA Constitution to be approved by SOA General Assembly 07 OCT 16 - Group II Activity-status for SOA approved at MW Council Meeting on 19 Oct 2016 	<p>1. RL 2. all</p>	<p>completed completed</p> <p>completed</p>
9	<p>SOA engagements in SHAPE-related events</p> <ul style="list-style-type: none"> - 2017 50th Anniversary of SHAPE being located in Casteau; SOA members, who witnessed the move from FRA to BEL may volunteer to contribute to the historical lectures 	<p>1. RL 2. BD</p>	<p>ongoing</p>

10	Back up of SOA Data Base / setup of digital archive - Digital records should be kept of SOA's history and work by selected documents and pictures, to be saved at the afore mentioned disc space.	1. RL 2. JB/JS	ongoing
11	Inform like-minded authorities to be entitled for SOA membership - e.g. NATO Defence College (NDC) Anciens	1. JH 2. -	completed
12	SOA Membership status - review current membership status: 465 - new membership applications in process: 1	1. RL 2. all	permanent process
13	SACEUR - Honorary President - getting engaged with SHAPE-leadership whenever there is a change of command	1.JG/JH 2. CH	permanent process
14	Informing SHAPE Community about SOA activities and attracting new members - efforts should be made to “advertise” SOA-sponsored events open to the broader SHAPE community in the monthly SHAPE Community Life prior to the event	1. RL 2. RL/JV 2. JV	permanent process
15	Engagements with similar organizations, incl. SOA (co-)sponsored lectures/events - Intensify cooperation with the “SHAPE Cavalry and Armour Officers’ Association” (SCAOA) and the “The SHAPE Military History Society” - establish contact with Junior Officer Group (JOG). - common activities need to be identified, preferably from a professional development perspective	1. RL 2. all	permanent process
16	Funding of SOA-events - some social events (with e.g. drinks/food) may require payment of a small fee upon arrival for participants - to cover additional/unexpected costs the person-in-charge may request for reserve funding up to 100€ from ExCom - to cover (parts of) the costs of SOA activities (e.g. transportation)	1. RL 2. VL	permanent process
17	Back up of SOA Data Base / setup of digital archive - Digital records should be kept of SOA's history and work by selected documents and pictures, to be saved at the afore mentioned disc space.	1. RL 2. JB/JS	permanent process
18	Next Executive Committee Meeting - Date: Wednesday, 15 MAR 2017, 1400 hrs - Location: SHAPE PAO, Conference Room	1. RL 2. all	